

FSAU Proposal Request Form

Project Name		Tracking code	
Requestor		Date request submitted	
Organization		Date presented to R.B.	
Contact #		FSAU Contact	

Please answer the following questions to formally initiate the proposal development process.

Category	Please enter your response in this column
1. Situation Please provide a brief description of the performance issue or request. Include what the customer wants.	
2. Customer's intended outcomes Describe what the customer wishes to achieve.	
3. Needs assessed Identify what is required for the project to be successful.	
4. Target audience List customer group(s) for whom the performance solution is intended.	
5. Considerations List considerations affecting potential performance solutions. Examples include audience diversity, cost, and delivery constraints / requirements.	
6. Requested timeframe	

Review Board check list	Needed	Person responsible	Completed	Date
Training development	Y / N		<input type="checkbox"/>	
Logistics / Registration	Y / N		<input type="checkbox"/>	
Communications	Y / N		<input type="checkbox"/>	
Assessment / Analysis	Y / N		<input type="checkbox"/>	
Finance	Y / N		<input type="checkbox"/>	
Contracts	Y / N		<input type="checkbox"/>	
Other	Y / N		<input type="checkbox"/>	
Team lead				
Agreement to proceed:	Y / N	Date:		